

## Viewing the Job Posting

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| 1  | After logging in from the sign in screen click the <b>Advanced Search</b> link.   |
| 2  | Click <b>All Locations</b> in the <b>Select Locations</b> list. <b>Note:</b> To select multiple locations, press and hold down the <b>Ctrl</b> key while clicking selected locations.             |
| 3  | Click <b>All Job Families</b> in the <b>Select Job Families</b> list. <b>Note:</b> To select multiple job families, press and hold down the <b>Ctrl</b> key while clicking selected job families. |
| 4  | Scroll down the page to find the <b>Find Jobs Posted Within</b> selection box.  |
| 5  | Click the <b>Find Jobs Posted Within</b> field drop-down menu button.   |
| 6  | Make a selection from the list of values. <b>Note:</b> The drop down menu buttons may be used to search the <b>Full/Part Time, Regular/Temporary,</b> and <b>Desired Pay fields.</b>              |
| 7  | Click the <b>Search</b> button.   |
| 8  | Click the <b>Posting Title</b> link to open and view a job posting.   |
| 9  | Scroll down the page to review the entire job posting.  |
| 10 | When the job posting has been reviewed, click the <b>Return to Previous Page</b> link.  |
| 11 | If necessary, scroll down the page and click on the <b>Posting Title</b> link of additional postings to be viewed.  |
| 12 | After reviewing all desired job postings, click the <b>Return to Previous Page</b> link to perform any additional searches.   |
| 13 | Congratulations, you have successfully viewed one or several job postings.  |